

The United States Embassy in Bosnia and Herzegovina, acting through the Office of Public Affairs, is pleased to announce a Notice of Funding Opportunity for the following program:

Independent Evaluation of Comprehensive in -School Civic Education  
Program in Bosnia and Herzegovina

I. Purpose of the Evaluation

U.S. Embassy in Bosnia and Herzegovina has partnered with Civitas in Bosnia and Herzegovina in implementing civic education programs in classrooms at the kindergarten, elementary, and secondary school levels since 1996. Civic education program includes teacher training and certification programs, curriculum development, and social media programs. This evaluation will focus on program performance and examine implementation plans, inputs, outputs and outcomes/results. It will also assess administration of civic education programs, the coordination of civic education competitions, teacher training, and support for quality civic education in BiH. The evaluation will focus on a small sample of participating cantons/regions/districts in order to assess the effects and impact of the program. The report will be used to critically examine Bosnia and Herzegovina's program administration and help the Office of Public Affairs plan the administrative structure and activities in Bosnia and Herzegovina for the future.

II. Evaluation Focus

Civic education activities include 780 schools throughout the various cantons/entities/areas of Bosnia and Herzegovina. A national office trains teachers in each of the localities and has coordinators for each region. The local coordinator follows up with trained teachers and provides support for implementing civic education programs in schools. This evaluation will involve a sampling of local coordinators and teachers in Sarajevo, Banja Luka, Tuzla, Brcko, Posusje, and Kljuc. The research in each locality will focus on the following priority question: *What can be done to improve performance, impacts and/or program's supervisory/administrative structure?*

III. Methods and Procedures

The independent evaluator will plan an assessment of Bosnia and Herzegovina's program that should include teacher surveys and interviews, as well as meetings/interviews with the national program director and the representatives of relevant education institutions. Data collection and analysis will be both quantitative and qualitative. Quantitative methods should include surveys of teachers in each locality and an analysis of the survey results. Qualitative methods should be used for a more in-depth analysis of the survey data and its significance. Evaluator should include interviews with local coordinators and with survey participants. These interviews should contain stories and explanations that illustrate key results, as well as a variation in the teachers' assessments of training sessions, the implementation of competitions, and support they receive from school management and local authorities.

#### IV. Team Composition

The evaluation team should consist of one American expert, fluent in one of the local languages, or one American expert coupled with a locally hired translator. The team should have prior experience working in Eastern European education, preferably with civic education in the Balkans, and they should not be directly involved in the design or implementation of the civic education programs in Bosnia and Herzegovina. The evaluation team will be given access to information and should exercise full autonomy in carrying out their research, analysis, and reporting findings. The research team must have the ability to communicate with local staff and teachers in one of three local languages, while producing a final report that analyzes their data in English. The evaluator will need to have quantitative and qualitative research skills including: survey design, interviewing, data analysis, and qualitative analysis skills. It is preferable that the evaluator has experience in analyzing educational and/or non-profit programs in the developing world and expertise in evaluation techniques involving program administration and training components.

#### V. Logistics

The performance period is September 30, 2015 – June 2016.  
The following is an illustrative schedule:

- Pre-departure briefings and preparation of work plan (1 week)
- Preparation of data collection instruments (1 week)
- Field work (1 week)
- Prepare draft report (up to 4 weeks)
- Prepare final report and oral presentation (up to 4 weeks)

#### VI. Reporting Requirements

The contractor's deliverables shall include:

- A 6 page brief proposal consisting of a preliminary evaluation design, operational work plan, and proposed budget
- A written research design and operational work plan developed in collaboration with the donor (prior to departure)
- A draft report. This report should be concise and include: charts and/or graphs of key data, descriptive information, analysis of the impact and effectiveness, recommendations for improvement including how to improve delivery of the program (within 4 weeks of data collection)
- A final written report and oral presentation (within 8 weeks of data collection)

#### VII. Budget

The contractor is asked to submit a proposed budget that separates salaries, international travel, in-country travel, materials development, subcontracting, and other direct costs. The budget must

cover all costs associated with this evaluation including: communications, travel, subcontracting, data collection, reporting, and printing. The total budget for this evaluation is \$50,000.

VIII. Evaluation proposals will be evaluated by the U.S. Embassy based on compliance with purpose, focus of the evaluation and the proposed methodology, application guidelines and mandatory components, evidence of clearly formulated goals and target groups, low evaluation implementation costs, past performance in evaluation of education programs in emerging democracies, and the ability of the consultant/applying organization to carry out the evaluation throughout Bosnia and Herzegovina.

**PLEASE SEE DETAILED APPLICATION GUIDELINES BELOW:**

**IMPORTANT INFORMATION: Funding decisions will be made pending the availability of funds. The U.S. Embassy reserves the right to cancel this public call for proposal at any time without any commitment to any applicant.**

All proposals, completed in English, with a maximum of 6 pages, including budget, should be sent to the email address [SarajevoHomestayBiH@state.gov](mailto:SarajevoHomestayBiH@state.gov) by 5pm on September 8, 2015.

**1. Applicant's Contact Information:**  
**Contact person and title:**

For individual consultants, specify the name and the title of the person applying. For organizations, specify the officially registered name of the organization and a person authorized to sign official documents.

**Address/Postal Code and City:**

Include street, number, postal code and city.

**Phone/Fax number:**

Include the phone/fax numbers of your organization.

**E-mail:**

Include an e-mail of your organization and the person who will be in charge of the evaluation implementation.

**2. Basic Information about the Proposal:**

**Evaluation title:**

Include the evaluation title.

**Amount requested (USD):**

State the evaluation amount in US Dollars requested by the American Embassy.

- Evaluation locations:** Include the locations where the evaluation will be implemented.
- 3. Scope of the Program:** Include the number of individuals surveyed, in accordance with the following categories: Kindergarten, Elementary School, Secondary School, and University. Explain how you derived the numbers mentioned in these categories.  
**If you choose to extend your scope to students, parents, administrators and others, please provide number in each category.**
- 4. Elevator Pitch** **In 50 words or less, describe why your proposal should receive funding support from the U.S. Embassy.**
- 5. Background of the consultant:** Briefly explain any past and current evaluations implemented, as well as the technical and management capacity of the individual or organization.
- 6. Any previous U.S. Government funding:** State the name, year and amount of project(s) that have received USG funding in the past
- 7. Implementation plan:** Provide an implementation plan with relevant numbers/locations. When applicable, researchers should use results of OPA funded scientific research conducted in 2008 and 2014/5, outside evaluations, surveys, curriculum, and textbooks in three languages and/or teacher guides to assess and evaluate the program.
- 8. Justification:** Clearly identify how the proposal will contribute to reaching the goals specified in the evaluation proposal.
- 9. Evaluation goals and objectives:** Explain the goals/objectives this evaluation needs to achieve.
- 10. Evaluation output** Explain the potential of the evaluation to engage with a diverse audience, produce intended results and how it can be used to advance the quality of civic education in Bosnia and Herzegovina. Explain how you or your organization will

measure achieved results at the end of the evaluation to monitor the progress of evaluation and determine if your desired results were reached or not.

**11. Budget:**

Present the budget in the form of a spreadsheet, in USD. You need to present the budget in each of the six categories (Personnel, Fringe, Travel, Supplies, Contractual, and Other Direct Costs.) Beside these basic categories, you may add new ones as well. In case of cost sharing, clearly separate the costs which will be funded by the U.S. Embassy from those which will be funded by the applicant or other donors.